

CITY OF MILPITAS
EFFECTIVE: 8/7/90
REVISED: 10/13/98
4/4/00
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 6

PRINCIPAL PLANNER

DEFINITION

To supervise functions, staff or programs; to perform professional planning work of considerable difficulty in the fields of current and advanced planning, and housing; to manage the major activities of current and advanced planning and housing.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Planning and Neighborhood Preservation.

May exercise direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Planning Division.

Analyzes and coordinates the preparation of reports and recommendations on zoning matters, housing ordinance interpretations and modifications, variances and environmental review activities.

Reviews and directs the preparation of reports and recommendations on zoning matters, housing ordinance interpretations and modifications, variances and environmental review activities.

Reviews and directs the preparation of special planning, zoning, and environmental studies.

Administers consultant contracts.

Represents and makes presentations at City Council, Planning Commission and public meetings as required.

Coordinates planning and housing activities with other City departments and outside agencies.

Helps prepare and administer the division budget.

Performs specialized and complex aspects of professional planning.

EXAMPLES OF DUTIES

Administers processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.

Oversees the maintenance of detailed socioeconomic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Supervise, trains, and evaluates professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational sources in the field of housing, planning and zoning.

Research methods and techniques.

Applicable federal, state and local laws, rules and regulations relating to planning and housing

Principles of organization, administration, budget, and personnel management.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Communicate effectively, orally and in writing.

Interpret and explain applicable codes and ordinances.

Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.

Ability to:

Study, analyze and compile technical, statistical and economic information pertaining to planning, housing and zoning research.

Supervise, train, and evaluate professional, technical, and clerical staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

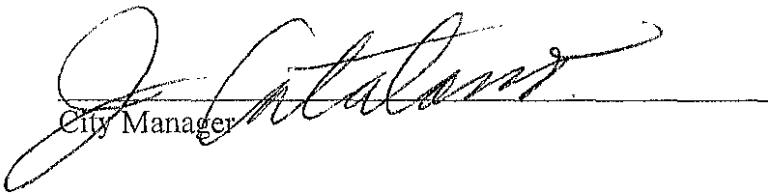
Five years of professional experience in the field of urban environmental planning or housing, including one year of supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field.

A graduate degree in urban planning may be substituted for one year of experience.

Approved by:


City Manager